

UNITED STATES GOVERNMENT

Memorandum

TO : CIA Records Administration Officer
STAT

DATE: 15 July 1964

FROM : Records Analyst

SUBJECT: USIB Records Center

OBJECTIVE:

To establish a central records facility in the new Federal Records Center at Suitland, Maryland for storing intelligence products and related documents of the USIB Community.

Assumptions:

1. That the physical security of the facility will be approved by the Agencies concerned.
2. That staffing and personnel security requirements will be approved by the participating agencies.

Facts

1. Agencies of the USIB Community have agreed in principle with the provisions of CODIB-D-75, 30 January 1961, concerning interagency use of record copies of intelligence products. It is the intention of this agreement to control growth of reference collections by destroying inactive material received from other Agencies, and to rely on the agency of record for future reference needs.
2. Within the USIB Community copies of intelligence products are held in scattered locations such as offices, libraries, agency records centers, the Federal Records Center and the National Archives.
3. Reference service to scattered collections is often cumbersome and time consuming.
4. Some persons responsible for administering and servicing reference collections are reluctant to destroy other agency material because they doubt an agency can produce needed records. The same persons are critical of the time involved in getting reference service.
5. Officials of the National Archives and Records Service have informally agreed to provide centralized space for USIB Community records in the new center that will be built at Suitland, Maryland.

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Discussion

1. The Federal Government has established a precedent for the utility of specialized records facilities. The National Archives and Records Service, GSA built and operates the Civilian Personnel and the Military Personnel records center in St. Louis, Mo. These centers presently store and service more than 2,500,000 cubic feet of records.
2. The Federal Records Center in Alexandria, Virginia now stores and services more than 50,000 cubic feet of intelligence records of the Defense Intelligence Agency (which includes ONI, ACSI and AFCIN) and the Department of State. These records could serve as a nucleus for the proposed USIB Center.
3. To increase the effectiveness of the program envisioned in CODIB-D-75, the custodians of intelligence reference collections need more assurance that other agency products will be available when needed and within the shortest time possible. A central records facility for the USIB Community would store record copies and/or distribution copies of intelligence products and related records of all concerned agencies. A principal mission of this facility would be to secure and maintain on a continuing basis complete sets of intelligence products and thus supply the needed assurance of availability. Also, a central records facility would expedite reference service since there would be only one point of call, and courier service could be provided on a priority or a routine basis. Priority delivery could be made within an hour or two and the routine within a working day.

Conclusion:

1. The control of growth as well as content of intelligence reference collections within the USIB Community is a continuing problem recently alluded to in the Stage 1 Report of the Staff for the Community Information Processing Study (SCIPS). That report estimated that "... there are 220 million unit records in the central reference files of the Community . . . and that the present new growth of these files is at the rate of 30 million unit records per year" A central records facility for the USIB Community could control this growth by storing and servicing the intelligence products of the Community and thus permit destruction of inactive copies held in various reference collections. The Community would also benefit in terms of content control by knowing what records would be available. Also, the Community could be assured of preservation of their intelligence archives.
2. The Records Officers of DIA, NSA, State and CIA have informally agreed that a central records facility should be established for the Community in the new Federal Records Center at Suitland, Maryland. A significant number of CIA officials have also informally approved this proposal.

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Action Recommended:

1. That the undersigned Records Officers of the USIB Community formally notify National Archives and Records Service of their space needs and physical security requirements in the new Federal Records Center.

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CIA Records Administration Officer - 18 July 1964
 Title Date

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